



SUPERVISORY LIBRARIAN

Announcement # D-00111

Salary: \$18.00 - \$30.00 per hour Series/Grade: NF 1410 04

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

LOCATION: Library – Dahlgren, VA

OPENS: 10 January 2011

First Cutoff: 24 January 2011

CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

Regular Full-time (35 – 40 hours per week) Benefits available

TO APPLY: Download forms on <http://cnic.navy.mil/NDW/About/Jobs/>. Submit required forms OF-612 AND OF-306 to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road - Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place the OF-612 and OF-306.*

DUTIES AND RESPONSIBILITIES:

Directs overall library operation providing mission, education, and quality of life support to base personnel, their families, and retirees at two installations. Responsible for the full scope of library functions to include library administration, personnel management, circulation services, reference/research services, program and activity development and implementation, technical services, and technological development and support. Is responsible for the library facility; i.e., maintenance and improvements, purchase of furniture and equipment, and allocation of space within the facility for various library functions. Develops budgets and establishes short- and long-range library plans. Monitors funding allocations, meets expenditure targets, and justifies unfunded requirements. Performs as a liaison with user groups, establishes partnerships/networks with local, state, and regional organizations. Responsible for work force management, recruitment, and staff training. Provides reference and research services using a broad range of current and retrospective resources, as well as a variety of resource formats; i.e., print resources, nonprint resources, on-line databases, other libraries, or external subject resources. Devises appropriate search strategies and handles advanced and complex subject-matter inquiries. Develops collection management and ensures compliance. Develops a selection plan to match resource requirements and prioritizes requirements against available funds. Selects all types of print and non-print media to meet the organizational, educational, and personal needs of library customers in a wide variety of subjects and reading levels. Review the acquisition of materials from central funds for approval/disapproval. Establishes internal procurement and quality processes to ensure appropriate accountability for library acquisitions. Responsible for ensuring the most effective acquisition method is used to acquire library materials. Works with the procurement office to develop purchase agreements and statements of work for various library requirements. Performs original cataloging, subject analysis, and classification of a wide variety of specialized information in all formats using Dewey Decimal Classification and Library of Congress subject headings. Develops and implements name, series, and subject authority control records. Evaluates effectiveness of the library's automated services, determines requirements and conducts studies to improve systems operation. Serves as coordinator of automation and systems, including local area network, wide-area network, and Internet, within the library. Writes policy and procedure manuals for automated library operations. Manages the library marketing program to include outreach programs, publicity, cross marketing, and special events. Accurately develops, prepares, and justifies library budgets. Accurately controls expenditure of funds by consistently monitoring fund allocations and library expenditures. Accurately prepares reports and submits them to requesting authority within time frame specified. Performs other related duties as assigned.

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MINIMUM QUALIFICATIONS:

A master's degree in library and information studies from an American Library Association accredited school and 3 years progressively responsible work experience is required. Professional knowledge of all aspects of library principles, concepts, methodology, operations, functions, and management to perform the professional and administrative duties of the position. Knowledge of the policies, procedures, systems, and interrelationships of the library, the library's databases, data sources, and the customers served. Knowledge of marketing and publicity techniques and of the interests and needs of customers and organizations served to promote library use. Knowledge of on-line database searching and research techniques and capabilities Experience supervising the work of library employees. Ability to communicate orally and in writing.

SPECIAL REQUIREMENTS:

Must be able to obtain access to base computer system. This position is subject to completion of a satisfactory background check and/or National Agency Check (NAC), in accordance with NAVFAC policy.

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not sited on your resume/application you will be disqualified.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders.

Failure to submit current PCS orders with application will prevent spousal preference from being granted.

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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